

System Requirements and Download Instructions

System Requirements

Microsoft Excel 97 or a later version is required. To find out if you have Microsoft Excel on your PC and what version you have, follow these steps:

1. Click on the Start Menu and select “Programs.” If Microsoft Excel is loaded on your PC, you will see it listed on the Programs menu.
2. If Excel is listed on the menu, select it to open the file.
3. Select “Help” and then “About Microsoft Excel” from the menu at the top of the screen. A box should pop up that lists the version of Excel that you have.

Download Instructions

1. With the cursor on the file name, left click to open the file.
2. Select Excel options for “File” and “Save As”, then select the appropriate location on your PC or network to store the file.

Before You Enter any Data

Before you enter any data in the data file, please review the following:

1. Open the file from the location in which it was saved on your PC or network.
2. You can only enter data for one facility in the data file. If you are working with more than one facility, you must make a copy of the data file for each facility. See “Instructions for Submitting the Survey” for information about naming files for each separate facility.